

Internal Service Funds

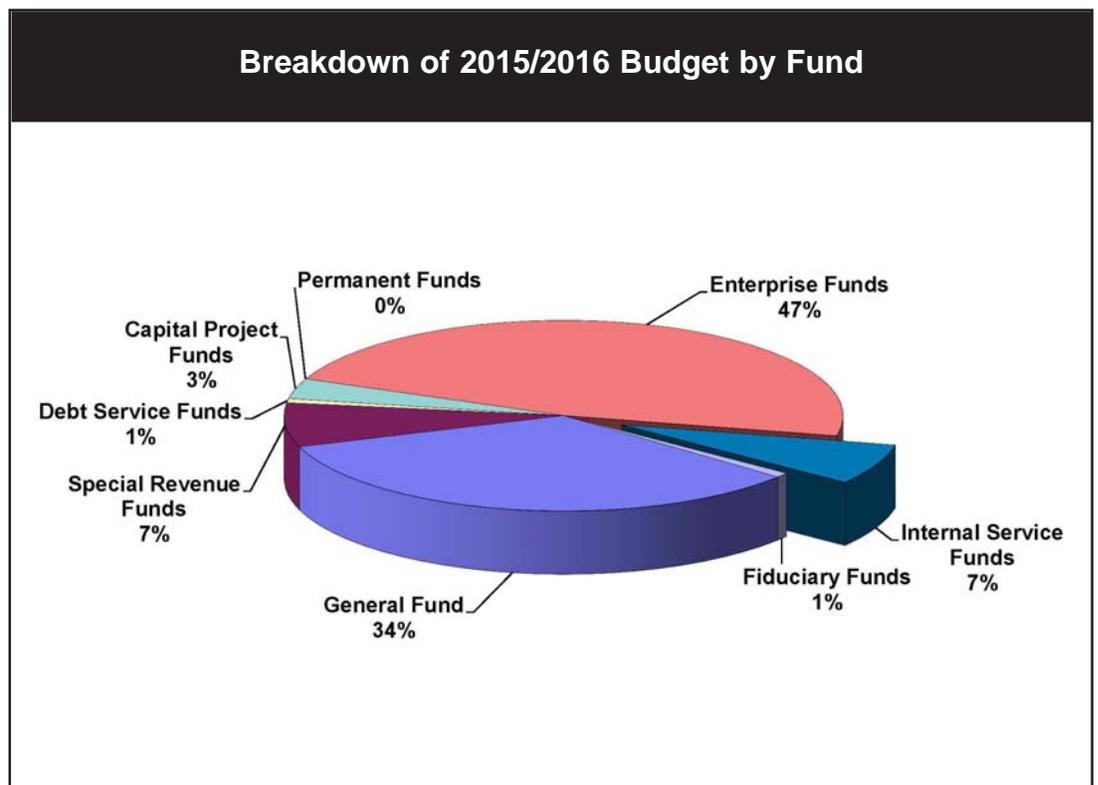
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Internal Service Funds

Internal Service Funds

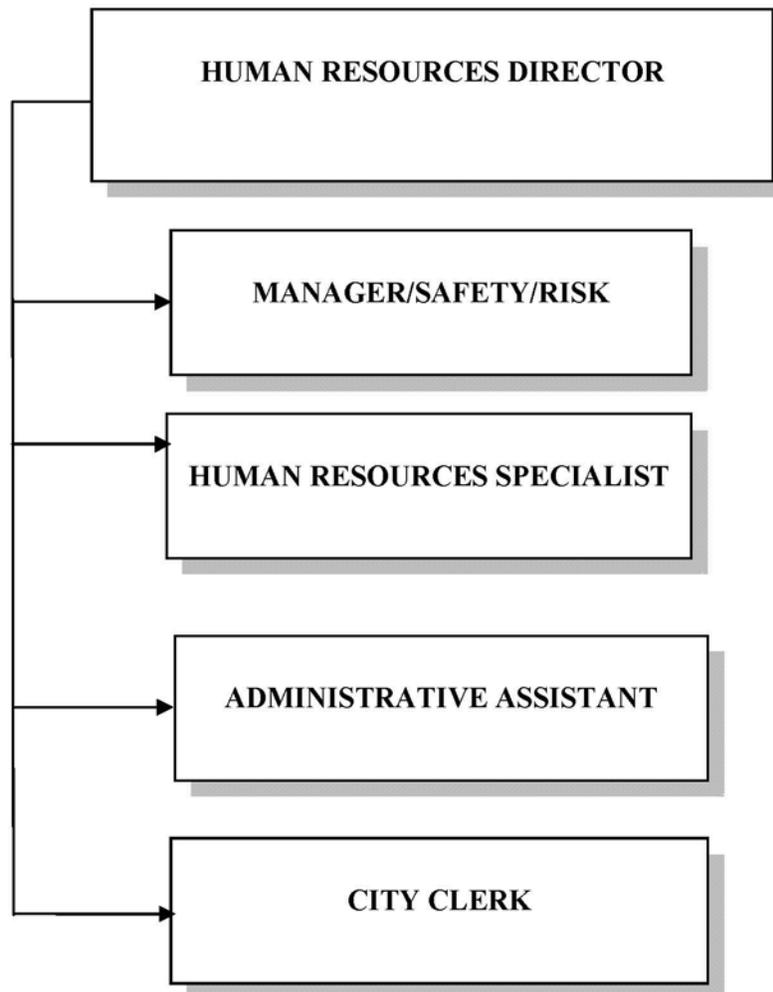
The City of Longview’s Internal Service Funds are used to account for the financing of goods and services provided by one department or agency to other departments or agencies within the same government, or to other governments on a cost-reimbursement basis. Internal Service Funds include:

- ◆ Insurance Reserve Fund
- ◆ Office Equipment Reserve Fund
- ◆ Equipment Rental Fund
- ◆ Facility Maintenance Fund
- ◆ Unemployment Compensation Fund
- ◆ Employee Benefits Reserve Fund



Organizational Chart

Insurance Reserve Fund



2015/2016 Budget _____
Internal Service Funds

Revenue Summary

FUND SUMMARY		Insurance Reserve Fund							
Internal Service Fund Title Insurance Reserve	Department Head Responsible Chris Smith	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
Beginning Fund Balance	\$700,000	By Source	2013	2014	2015	Variance	2016	Variance	Budget
2015/2016 Estimated Revenue	\$2,899,720	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$0	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2015/2016 Revenue	\$2,899,720	Intergovernmental	\$2,480	\$0	\$0	0.0%	\$0	0.0%	\$0
2015/2016 Estimated Expenditures	\$2,789,500	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$110,220	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2015/2016 Expenditures	\$2,899,720	Miscellaneous	\$1,315,430	\$1,402,840	\$1,427,200	1.7%	\$1,472,520	3.2%	\$2,899,720
Estimated Ending Fund Balance	\$810,220	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$1,650	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		TOTAL REVENUES	\$1,319,560	\$1,402,840	\$1,427,200	1.7%	\$1,472,520	3.2%	\$2,899,720

Expenditure Summary

Insurance Reserve Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
By Object	2013	2014	2015	Variance	2016	Variance	Budget
Cont to End Fund Balance	\$0	\$68,410	\$55,810	-18.4%	\$54,410	-2.5%	\$110,220
Salaries & Wages	\$142,741	\$147,240	\$142,860	-3.0%	\$151,140	5.8%	\$294,000
Personnel Benefits	\$420,328	\$451,000	\$458,570	1.7%	\$462,460	0.8%	\$921,030
Supplies	\$2,357	\$8,080	\$7,550	-6.6%	\$7,550	0.0%	\$15,100
Other Services & Charges	\$697,029	\$728,110	\$762,410	4.7%	\$796,960	4.5%	\$1,559,370
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$1,262,455	\$1,402,840	\$1,427,200	1.7%	\$1,472,520	3.2%	\$2,899,720

Program Descriptions - Initiatives - Performance Measures

The **Insurance Reserve Fund** is used to fund and account for the City’s risk management activities.

Safety and Risk Management \$1,948,440

The safety component of this program is responsible for providing a safe work environment through the management of the accident prevention program. This program includes the development of City policies and procedures that ensure compliance with federal, state, and local regulatory bodies, safety compliance inspections, accident investigations, safety training, and safety consultation availability to all city employees. The risk management component is responsible for the mitigation of accidental business and personal losses through the management of the loss control program. This program includes the identification, measurement, investigation, and analysis of the risk of accident loss, administration of property and liability insurance programs, review and coordination of insurance premiums, and coordination of loss claim processing.

continued

Safety and Risk Management - continued

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Loss Control Management
- B Loss Control Management
- C Workers Compensation Program Management
- D Comply with Washington Cities Insurance Authority (WCIA) annual review and audit
- E Identify and prioritize areas of accident loss and initiate strategic plan for remediation
- F Ensure City is adequately insured for property and liability risk
- G Ensure timely processing of loss claims within two days
- H Ensure effectiveness of safety training and safety consultation

Performance Measures	2013 Actual	2014 Target	2015 Target	2016 Target
A Claim Severity is reduced by 5% over the WCIA actuarial group average in the areas of Auto Liability, E&O, HR, Liability, Public Safety	5%	5%	5%	5%
B Claim Frequency is reduced by 5% over the WCIA actuarial group average in the areas of Auto Liability, E&O, HR, Liability, Public Safety	90%	90%	90%	90%
B Percent of department representatives attending Safety Committee meetings	80%	80%	80%	80%
C Reduce Workers Compensation time loss hours by 5% over previous year	1,497	1,422	1,497	1,422
D Percent compliance with WCIA annual review and audit	100%	100%	100%	100%
E Number of loss claims identified/remediated	2	2	2	2
F Percent City insured for property and liability risk	100%	100%	100%	100%
G Percent claims processed within two days	100%	100%	100%	100%
H Percent employees satisfied with safety training/consultations	95%	95%	95%	95%

Worker’s Compensation Program \$893,100

The Worker’s Compensation Program is responsible for the administration of occupational injury claims including self-insurance funds allocation, claim processing, claim investigation, third party administrative overview, and administration of excess worker’s compensation insurance program. The program also includes administration of industrial compensation payments, medical claims, and Department of Labor & Industries quarterly payments.

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Review worker compensation claims

Performance Measures	2013 Actual	2014 Target	2015 Target	2016 Target
A Percent reduction in time loss as a result of initiation of transitional return to work program	44%	5%	5%	5%

Wellness Health Promotion Program \$58,180

The mission of the Wellness Committee is to promote the improved health and well being of our employees in order to prevent illnesses and injuries, improve morale, reduce absenteeism and enhance productivity and performance. The Wellness Program is established in recognition that: Healthy productive employees are critical to the provision of high quality and efficient local government services, the health and well being of employees has a direct effect on the cost of government services.

continued

Internal Service Funds

Wellness Health Promotion Program - continued

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Develop, implement, and monitor wellness health promotion over previous year
- B Ensure effectiveness of Wellness Health Promotion Program
- C Maintain the City wellness program and related activities
- D Ensure the effectiveness and overall satisfaction of the wellness program
- E Monitor efforts of program outreach
- F Plan, coordinate, and implement a successful employee benefits fair annually

Performance Measures	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	Actual	Target	Target	Target
A Percent increase of overall employee (and family) participation in wellness program activities from previous year	10%	10%	10%	10%
B Percent of employees satisfied overall with the wellness program each year	96%	96%	96%	96%
C Percent increase of employee participation in the annual wellness survey from previous year	10%	10%	10%	10%
D Percent increase of employee participation in the health screening programs from previous year	20%	20%	20%	20%

TOTAL FOR ALL PROGRAMS \$2,899,720

Revenue Summary

FUND SUMMARY		Office Equipment Reserve Fund						
Internal Service Fund Title Office Equipment Reserve	Department Head Responsible Judy Jones	Total Revenues	Actual	Budget	Percent	Budget	Percent	2015-2016
		By Source	2013	2014	2015	2016	Variance	Budget
Beginning Fund Balance	\$750,800	Taxes	\$0	\$0	\$0	\$0	0.0%	\$0
2015/2016 Estimated Revenue	\$2,144,040	Licenses & Permits	\$0	\$0	\$0	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$332,040	Intergovernmental	\$0	\$9,000	\$9,000	\$9,000	0.0%	\$18,000
Total 2015/2016 Revenue	\$2,476,080	Charges for Services	\$69,770	\$58,850	\$71,870	\$71,870	22.1%	\$143,740
2015/2016 Estimated Expenditures	\$2,466,080	Fines & Forfeits	\$0	\$0	\$0	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$10,000	Miscellaneous	\$760	\$700	\$991,150	\$991,150	141492.9%	\$1,982,300
Total 2015/2016 Expenditures	\$2,476,080	Non-Revenues	\$0	\$0	\$0	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$428,760	Other Financing Sources	\$764,080	\$763,050	\$0	\$0	-100.0%	\$0
		Beg Resources Req to Balance	\$0	\$0	\$97,980	\$234,060	0.0%	\$332,040
		TOTAL REVENUES	\$834,610	\$831,600	\$1,170,000	\$1,306,080	40.7%	\$2,476,080

Expenditure Summary

Office Equipment Reserve Fund							
Total Expenditures	Actual	Budget	Percent	Budget	Percent	2015-2016	
By Object	2013	2014	2015	2016	Variance	Budget	
Cont to End Fund Balance	\$0	\$10,000	\$0	\$10,000	-100.0%	\$10,000	
Salaries & Wages	\$0	\$0	\$0	\$0	0.0%	\$0	
Personnel Benefits	\$0	\$0	\$0	\$0	0.0%	\$0	
Supplies	\$410,161	\$499,500	\$490,100	\$496,920	-1.9%	\$987,020	
Other Services & Charges	\$197,036	\$256,900	\$407,270	\$356,850	58.5%	\$764,120	
Intergovernmental	\$0	\$0	\$0	\$0	0.0%	\$0	
Capital Outlay	\$128,581	\$65,200	\$272,630	\$442,310	318.1%	\$714,940	
Debt Service		\$0	\$0	\$0	0.0%	\$0	
Interfund Transfers	\$664	\$0	\$0	\$0	0.0%	\$0	
TOTAL EXPENDITURES	\$736,442	\$831,600	\$1,170,000	\$1,306,080	40.7%	\$2,476,080	

Program Descriptions - Initiatives - Performance Measures

The **Office Equipment Reserve Fund** is supported by the City's operating funds and provides departments with technological resources.

Infrastructure Support..... \$1,035,330

This program provides infrastructure support (network, internet service provider, fiber) for the City of Longview.

Equipment Replacement \$697,680

This program provides funding for replacement of all desktop hardware/software, laptops, printers, peripherals, telephone hardware/software, network hardware/software, servers, and operating systems.

Internal Service Funds

Software Support \$396,240

This program provides software support (enterprise license fees) for desktops, servers, and the network.

Projects \$242,830

The Projects Program provides for development and implementation of projects for e-government and other services for the City of Longview.

R&D \$80,000

This program provides for research and development of new hardware and software.

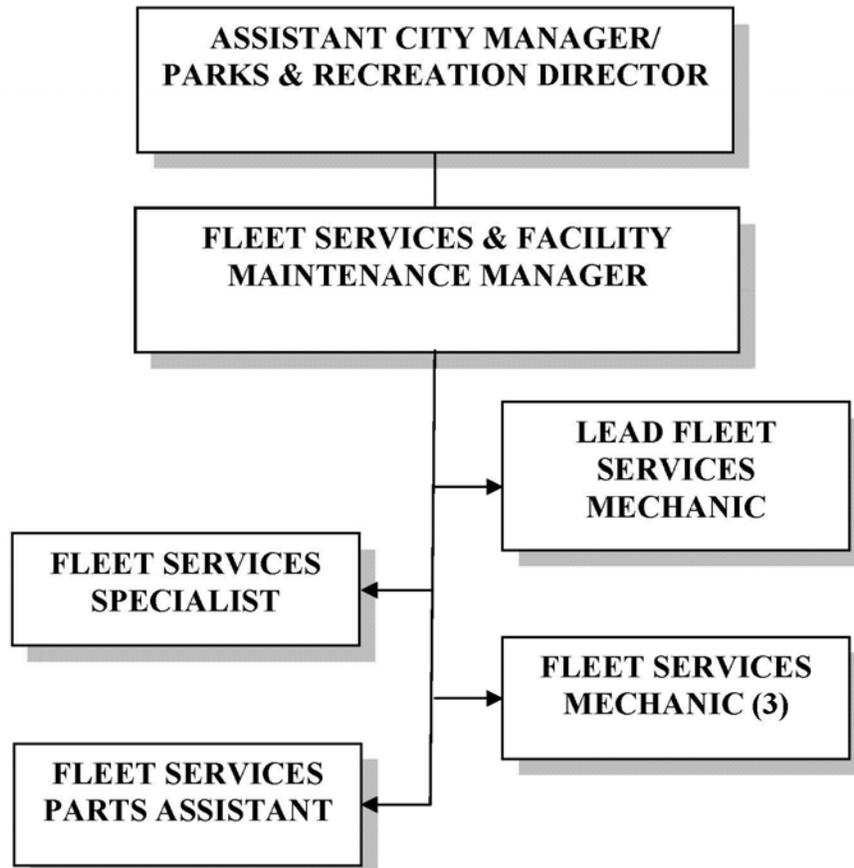
Digital Imaging \$24,000

This project allows the City to move forward in implementing digital imaging.

TOTAL FOR ALL PROGRAMS \$2,476,080

Organizational Chart

Equipment Rental Operation



Internal Service Funds

Revenue Summary

FUND SUMMARY		Equipment Rental Operations Fund							
Internal Service Fund Title Equipment Rental Operations	Department Head Responsible Dave Campbell	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
		By Source	2013	2014	2015	Variance	2016	Variance	Budget
Beginning Fund Balance	\$0	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2015/2016 Estimated Revenue	\$4,155,570	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$0	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2015/2016 Revenue	\$4,155,570	Charges for Services	\$102,000	\$133,760	\$110,720	-17.2%	\$113,950	2.9%	\$224,670
2015/2016 Estimated Expenditures	\$4,155,570	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$1,865,590	\$1,885,680	\$1,936,300	2.7%	\$1,994,600	3.0%	\$3,930,900
Total 2015/2016 Expenditures	\$4,155,570	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$0	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$0	\$0	#DIV/0!	\$0	0.0%	\$0
		TOTAL REVENUES	\$1,967,590	\$2,019,440	\$2,047,020	1.4%	\$2,108,550	3.0%	\$4,155,570

Expenditure Summary

Equipment Rental Operations Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
By Object	2013	2014	2015	Variance	2016	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$379,262	\$378,880	\$356,300	-6.0%	\$371,250	4.2%	\$727,550
Personnel Benefits	\$157,574	\$162,110	\$182,820	12.8%	\$193,310	5.7%	\$376,130
Supplies	\$1,003,398	\$1,086,560	\$1,113,690	2.5%	\$1,138,450	2.2%	\$2,252,140
Other Services & Charges	\$303,633	\$369,140	\$393,180	6.5%	\$404,480	2.9%	\$797,660
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$10,833	\$1,000	\$1,030	0.0%	\$1,060	2.9%	\$2,090
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$21,756	\$21,750	\$0	-100.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$1,876,456	\$2,019,440	\$2,047,020	1.4%	\$2,108,550	3.0%	\$4,155,570

Program Descriptions - Initiatives - Performance Measures

The **Equipment Rental Fund** is responsible for the purchase, maintenance, and operations of Longview's fleet.

Preventive Maintenance \$1,663,890

This program provides preventative maintenance on City vehicles and equipment to ensure reliable and safe operating conditions. Preventative maintenance (PM) involves providing systematic inspection, detection, and correction of failures either before they occur or before they develop into major defects. PM activities include inspections, tests, measurements, lubrication, and parts adjustment and/or replacement. These functions are performed specifically to prevent failures from occurring in order to reduce vehicle downtime.

Preventative Maintenance - continued

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Inspect, test, detect, and correct failures on a regular, scheduled basis and adjust or replace parts, as necessary

Performance Measures	2013	2014	2015	2016
	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A Number of mechanic labor hours charged to PM work orders	1,460	1,460	1,460	1,460
A PM work order expense as a percentage of total work order expense	22%	22%	22%	22%
A Total cost charged to PM work orders	\$209,327	\$209,327	\$209,327	\$209,327

Vehicle and Equipment Repairs \$1,615,370

This program provides for repairs performed at the City maintenance facility on City vehicles and equipment to correct component failures, wear and tear, and unplanned breakdowns. Repair activities include computer and physical diagnostics, component testing, purchasing of replacement parts, and final road testing to ensure the problem or failure has been resolved.

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Perform inspection, diagnostics, and troubleshooting
- B Perform component testing
- C Research and purchase replacement parts
- D Install parts and/or repair components
- E Road test equipment or vehicles

Performance Measures	2013	2014	2015	2016
	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A-E Number of mechanic labor hours charged to repair work orders	3,538	3,538	3,538	3,538
A-E Repair work order expense as a percentage of total work order expense	71%	71%	71%	71%
A-E Total dollar amount charged to repair work orders	\$727,966	\$727,966	\$727,966	\$727,966

Vehicle Fuel \$477,720

This program provides for fuel purchasing for City vehicles and equipment. This area is the largest single supply expense for fleet operations. Fuel is categorized as a separate expense and is difficult to attribute to a particular program, so it is presented as a stand-alone program.

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Purchase fuel
- B Maintain adequate inventory at all times
- C Dispense fuel on an as needed and continuous basis
- D Charge customers directly, with a small markup for administrative handling

Performance Measures	2013	2014	2015	2016
	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A-E Fuel purchase costs for unleaded fuel	\$448,456	\$459,667	\$448,456	\$459,667
A-E Fuel purchase costs for diesel fuel	\$361,379	\$370,413	\$361,379	\$370,413

Internal Service Funds

New Vehicle Upfitting \$398,590

This program prepares new vehicles and fleet equipment for operational service. Examples include light bars, push bumpers, prisoner screens and seats on law enforcement vehicles, and similar equipment on other new City vehicles and equipment. These costs are capitalized as part of the total acquisition cost of new vehicles and, as a result, are excluded from fleet operating cost expenditures. Program activities include meeting with user division operators and supervisors to determine functional equipment needs, parts purchasing, control and component placement, installation, component testing, and final road testing.

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Determine functional needs with operators and supervisors
- B Research and purchase necessary parts and components
- C Determine component placement on vehicle
- D Install and test components
- E Road test equipment on vehicles

Performance Measures	2013	2014	2015	2016
	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A-E Number of mechanic labor hours charged to capital work orders	218	218	218	218
A-E Capital work order expense as a percentage of total work order expense	5%	5%	5%	5%
A-E Total expenses charged to capital work orders	\$53,247	\$53,247	\$53,247	\$53,247

TOTAL FOR ALL PROGRAMS \$4,155,570

Revenue Summary

FUND SUMMARY		Equipment Rental Reserve Fund							
Internal Service Fund Title Equipment Rental Reserve	Department Head Responsible Dave Campbell	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
		By Source	2013	2014	2015	Variance	2016	Variance	Budget
Beginning Fund Balance	\$2,750,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2015/2016 Estimated Revenue	\$2,380,130	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$386,050	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2015/2016 Revenue	\$2,766,180	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2015/2016 Estimated Expenditures	\$2,573,810	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$192,370	Miscellaneous	\$998,380	\$1,009,510	\$1,113,350	10.3%	\$1,156,780	3.9%	\$2,270,130
Total 2015/2016 Expenditures	\$2,766,180	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$2,556,320	Other Financing Sources	\$2,000	\$0	\$110,000	0.0%	\$0	-100.0%	\$110,000
		Req Resources Req to Balance	\$0	\$0	\$0	0.0%	\$386,050	0.0%	\$386,050
		TOTAL REVENUES	\$1,000,380	\$1,009,510	\$1,223,350	21.2%	\$1,542,830	26.1%	\$2,766,180

Expenditure Summary

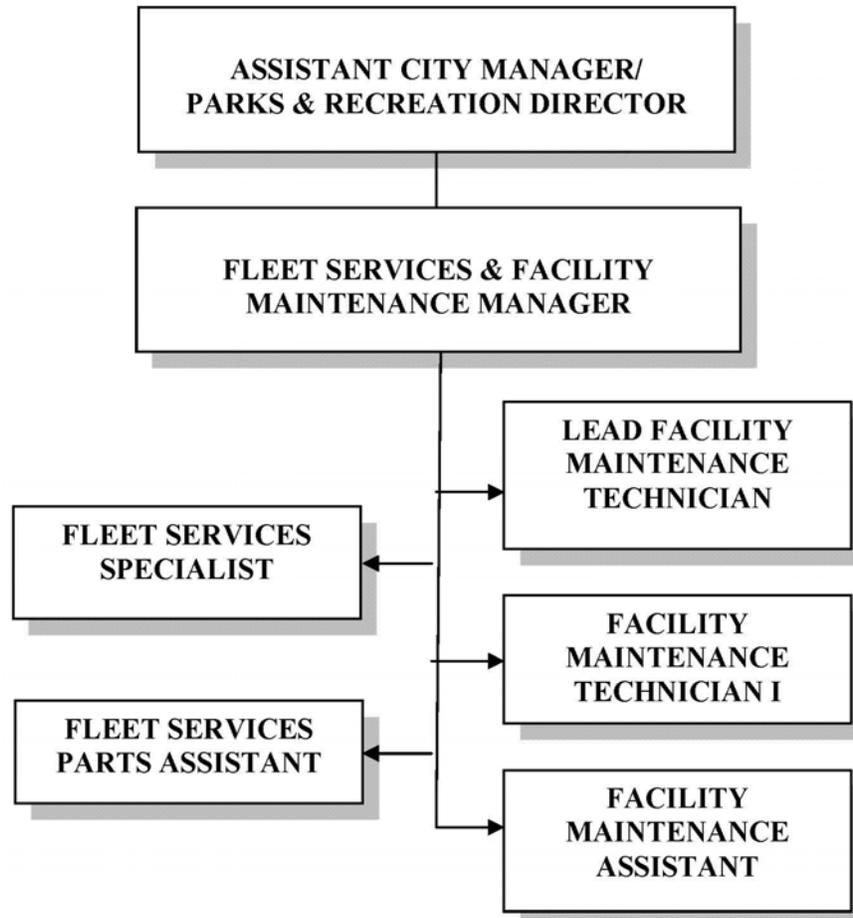
Equipment Rental Reserve Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
By Object	2013	2014	2015	Variance	2016	Variance	Budget
Cont to End Fund Balance	\$0	\$268,620	\$192,370	-28.4%	\$0	-100.0%	\$192,370
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$49,980	\$4,500	\$0	-100.0%	\$0	0.0%	\$0
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$899,623	\$736,390	\$1,030,980	40.0%	\$1,542,830	49.6%	\$2,573,810
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$949,603	\$1,009,510	\$1,223,350	21.2%	\$1,542,830	26.1%	\$2,766,180

TOTAL FOR ALL PROGRAMS \$2,766,180

Internal Service Funds

Organizational Chart

Facility Maintenance



2015/2016 Budget
Internal Service Funds

Revenue Summary

FUND SUMMARY		Facility Maintenance Fund							
Internal Service Fund Title Facility Maintenance	Department Head Responsible Dave Campbell	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
		By Source	2013	2014	2015	Variance	2016	Variance	Budget
Beginning Fund Balance	\$175,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2015/2016 Estimated Revenue	\$1,182,580	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$35,990	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2015/2016 Revenue	\$1,218,570	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2015/2016 Estimated Expenditures	\$1,218,570	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$581,080	\$584,780	\$582,030	-0.5%	\$600,550	3.2%	\$1,182,580
Total 2015/2016 Expenditures	\$1,218,570	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$139,010	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$0	\$13,750	0.0%	\$22,240	61.7%	\$35,990
		TOTAL REVENUES	\$581,080	\$584,780	\$595,780	1.9%	\$622,790	4.5%	\$1,218,570

Expenditure Summary

Facility Maintenance Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
By Object	2013	2014	2015	Variance	2016	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$183,055	\$191,420	\$228,350	19.3%	\$240,230	5.2%	\$468,580
Personnel Benefits	\$68,956	\$74,720	\$93,870	25.6%	\$99,620	6.1%	\$193,490
Supplies	\$25,827	\$44,790	\$48,440	8.1%	\$50,010	3.2%	\$98,450
Other Services & Charges	\$251,769	\$266,060	\$225,120	-15.4%	\$232,930	3.5%	\$458,050
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$7,790	\$0	-100.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$529,607	\$584,780	\$595,780	1.9%	\$622,790	4.5%	\$1,218,570



Program Descriptions - Initiatives - Performance Measures

The **Facility Maintenance Fund** receives funds interdepartmentally for the maintenance of City-owned buildings and structures. This department provides scheduled maintenance, repair and renovation of all City of Longview facilities to ensure they remain functional assets.

Facility Maintenance \$1,218,570

This program maintains and repairs all City buildings; contracts cleaning services and in-house cleaning of the library buildings and all other recreational facilities; negotiates and oversees cleaning service, elevator, and security contract services; purchases all cleaning supplies and other material and equipment needed to maintain City buildings, including Columbia Theatre basement pumps, Mint Valley Racquet Complex, Mint Valley Golf Pro Shop, SignMaster Sign Shop, and 1560 and 1562 Olympia Way; repairs and replaces locks, re-keys locks, and maintains the card lock system at City Hall; and, opens and closes City Hall for after-hours meetings.



Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Purchase material and chemicals needed for service and repair of HVAC units (change filters, replace belts, clean coils)
- B Service and/or repair circulating pumps on water systems and chilled water lines for air handlers
- C Repair doors, windows, locks, and rekey locks, as needed
- D Do in-house repairs and other projects on and in buildings to save costs and time
- E Purchase and replace lights, ballasts, sensors, timers, and other electrical equipment, as needed, for all buildings
- F Purchase all cleaning supplies, as needed, for all departments
- G Open City Hall for after-hours meetings, turn off lights, and secure the building after meetings have concluded
- H Install and maintain security and fire systems for all city buildings
- I Provide daily in-house cleaning service for the Library, Recreation buildings and Longview Police Department, as needed
- J Negotiate and manage service contracts for all city buildings
- K Schedule annual sprinkler testing on building fire systems
- L Schedule annual fire extinguisher inspections and servicing for all buildings and vehicles (not including Fire vehicles)
- M Provide in-house repairs, upon request, via Customer Relationship Management (CRM) system, email, and phone messages

Performance Measures		2013	2014	2015	2016
		Actual	Target	Target	Target
A	Number of quarterly HVAC units (41 units) filters changed per year	N/A	140	140	140
B	Number of quarterly water circulating pumps serviced	N/A	14	14	14
C	Number of lock repairs, prox card entries, key replacements per year	N/A	100	110	110
D	Number of in-house capital repairs completed	N/A	3	3	3
F	Number of times per year pricing is reviewed and orders placed for cleaning and maintenance supplies	N/A	12	10	12

continued

Internal Service Funds

Facility Maintenance - continued

Performance Measures		2013 Actual	2014 Target	2015 Target	2016 Target
G	Approximate number of openings and closings of City Hall scheduled for after-hours meetings	N/A	24	24	24
H	Number of buildings monitored 24/7 for security/fire and other emergency building issues	N/A	21	21	21
I	Number of in-house cleaning hours per week	N/A	40	40	40
J	Number of annual cleaning, elevator, HVAC, security/fire protection contracts managed	N/A	8	8	8
K	Number of systems requiring annual sprinkler/smoke detector testing	N/A	8	8	8
L	Average number of extinguishers serviced annually	N/A	250	250	250
M	Number of projects and/or work order requests performed monthly	N/A	70	70	70

TOTAL FOR ALL PROGRAMS \$1,218,570

Revenue Summary

FUND SUMMARY		Unemployment Compensation Fund							
Internal Service Fund Title Unemployment Compensation	Department Head Responsible Chris Smith	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
		By Source	2013	2014	2015	Variance	2016	Variance	Budget
Beginning Fund Balance	\$222,900	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2015/2016 Estimated Revenue	\$400	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$82,100	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2015/2016 Revenue	\$82,500	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2015/2016 Estimated Expenditures	\$82,500	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$2,030	\$520	\$200	-61.5%	\$200	0.0%	\$400
Total 2015/2016 Expenditures	\$82,500	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$140,800	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$74,480	\$39,800	-46.6%	\$42,300	6.3%	\$82,100
		TOTAL REVENUES	\$2,030	\$75,000	\$40,000	-46.7%	\$42,500	6.3%	\$82,500

Expenditure Summary

Unemployment Compensation Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
By Object	2013	2014	2015	Variance	2016	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$26,384	\$75,000	\$40,000	-46.7%	\$42,500	6.3%	\$82,500
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$26,384	\$75,000	\$40,000	-46.7%	\$42,500	6.3%	\$82,500

Program Descriptions - Initiatives - Performance Measures

The **Unemployment Compensation Fund** accounts for the expenditure of unemployment benefits for which the City is self-insured.

TOTAL FOR ALL PROGRAMS \$82,500

Internal Service Funds

Revenue Summary

FUND SUMMARY		Employee Benefits Reserve Fund							
Internal Service Fund Title Employee Benefits Reserve	Department Head Responsible Chris Smith	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
		By Source	2013	2014	2015	Variance	2016	Variance	Budget
Beginning Fund Balance	\$568,300	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2015/2016 Estimated Revenue	\$446,500	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$338,500	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2015/2016 Revenue	\$785,000	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2015/2016 Estimated Expenditures	\$785,000	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$114,640	\$112,250	\$222,000	97.8%	\$224,500	1.1%	\$446,500
Total 2015/2016 Expenditures	\$785,000	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$229,800	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$212,750	\$133,000	-37.5%	\$205,500	54.5%	\$338,500
		TOTAL REVENUES	\$114,640	\$325,000	\$355,000	9.2%	\$430,000	21.1%	\$785,000

Expenditure Summary

Employee Benefits Reserve Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2015-2016
By Object	2013	2014	2015	Variance	2016	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$121,715	\$270,000	\$300,000	11.1%	\$375,000	25.0%	\$675,000
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$31,091	\$55,000	\$55,000	0.0%	\$55,000	0.0%	\$110,000
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$152,806	\$325,000	\$355,000	9.2%	\$430,000	21.1%	\$785,000

Program Descriptions - Initiatives - Performance Measures

The **Employee Benefits Reserve Fund** provides for the expenditure of accrued benefits for vested City employees.

TOTAL FOR ALL PROGRAMS \$785,000

